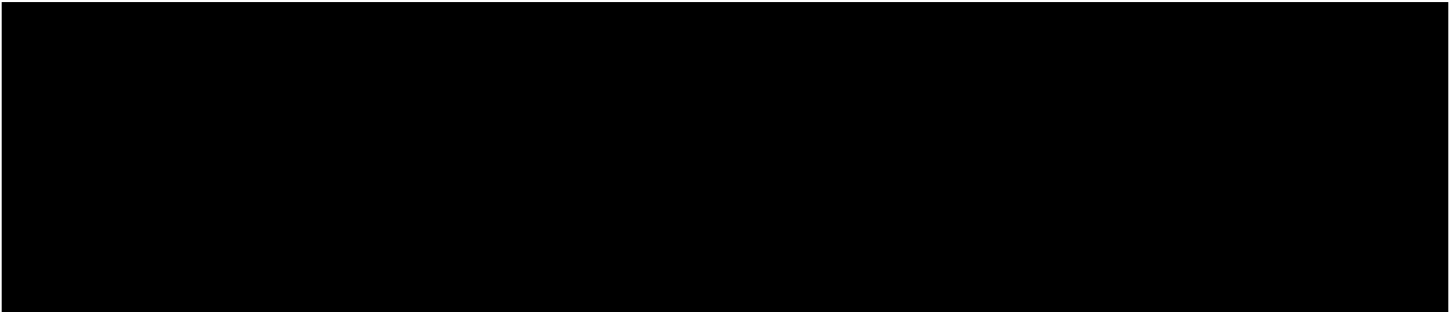


OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

31 October 1973

1. Length of Service Awards. The DDM&S length of service awards will be presented at a ceremony on 20 November. Details will follow at a later date.
2. Cost-of-Living Increase for Annuitants. The CPI reached 135.1 in August and 135.5 in September. If it remains at or above 134.7 in October, an automatic cost-of-living increase will become effective on 1 January 1974 for persons retired on or before 31 December. The CPI for October will be released about 21 November. On the basis of new separate legislation, Civil Service retirees who retire by 31 December will, in addition to the above increase, also have the option of receiving the 6.1 percent COL increase of last June if this is higher than the additional annuity earned by the added service since June. Anyone who retires after 1 January will receive only the COL increase which is effective on January 1. This new legislation does not apply to CIARDS, but possible approaches are being studied. Unless similar legislation is obtained, CIARDS participants must retire by 31 December to get the January COL, and would not get the June COL at all. We expect to send a book cable to the field stations in the next day or two.
3. Travel of Dependents. We have submitted the first quarterly report of dependents' TDY travel. It was returned by the DDO with additional guidance. We will, prior to the end of the current quarter, provide you a format to be used in subsequent reports. Your attention is also invited to the wording of the delegation of authority approved by the DCI. It states that TDY travel of dependents may be authorized when such travel is required to accompany an employee during periods of TDY. The underlining was provided by Mr. Colby. TDY travel of dependents may not be authorized under other circumstances.

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5. DDM&S Duty Officer During Crisis Periods. The DDM&S is developing a system whereby a senior (GS-15 or above) DDM&S Duty Officer will be assigned to the Operations Center during crisis periods. The system will probably establish a roster of qualified personnel at Headquarters, and they would be expected to serve an 8-hour shift in addition to their regular duties whenever an emergency task force is formed. You will be provided a copy of the plan when it is approved.

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8. Cables. The Office of Communications has proposed, and the Director has approved, the printing of cables with single line spacing. This will be effective as soon as Commo can arrange the reprogramming.

9. Security-Typewriter Ribbons. We have been advised by the OS that correction ribbons on typewriters are considered classified and will continue to be removed at close of business each day.

10. Parking. The Headquarters garage will be closed on Sundays. Officers who have parked in the garage may park (on Sundays only) in the Northeast reserved parking area.

11. Retirement.

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12. Receipts No Longer Required Under \$50. We are handing out a policy paper which states that receipts are no longer required for expenditures under \$50, and a draft book dispatch prepared by the Office of Finance. May we please have your comments on the book dispatch as soon as possible.

13. The DDO has asked that he and the ADDO be kept informed of significant items particularly those involving contact with the DCI.

14. Out-of-pocket Cost for Quarters. We have had several questions concerning the amount an employee should be expected to pay out-of-pocket (OOP) for overseas housing. The dollar-a-day rule has clearly been overtaken by events and current guidelines are emerging at the foreign conferences. It is generally felt that it isn't abnormal for any employee to be OOP approximately \$50.00 per month, or \$600 per year. Most employees want the best housing they can get and are usually willing to spend something out-of-pocket to get better quarters. If the individual's personal preference, rather than availability or local costs, result in the higher cost, then he should pay the additional costs. At some posts local policy has been established that GS-14's and above should expect to be out of pocket as much as \$100 per month or \$1,200 per year. In those instances where personal preference is not an element, and it is simply not

possible to find decent quarters within the allowance, senior officers who select their own quarters should generally expect to pay about \$900 per year. It isn't possible to give specific guidelines and each division will have to assess individual cases in terms of grade, family status and the area in which the individual is required to obtain housing. Employees should be reimbursed for substantially all of the cost of decent but modest housing, and should expect to pay something out of pocket for a nicer home.

We have also been asked when the Agency will reimburse an employee for the cost of moving from one residence to another within the same post. There have been a number of cases where employees have moved during the tour because of rental increases affecting the first house selected. The general policy has been that when an individual is assigned to government quarters and is subsequently reassigned to different quarters, the station may pay the cost of moving. Similarly if an employee draws a housing allowance and rents his own quarters, and is required to move for operational reasons or because of safety and security considerations, the agency will pay the cost of the move. However, when an individual is receiving a housing allowance and is renting his own quarters, and he elects to move to new quarters because of personal preference, or to reduce his monthly cost, he would generally be expected to pay for the cost of the move himself. There may be other situations where the reimbursement should be authorized; these should be submitted for review on a case-by-case basis, and the level of approval required can be determined from the facts.

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